



MCG EMPLOYEE TRAINING & EVENTS

Montgomery County Government (MCG) offers a wide variety of training opportunities to help increase the knowledge, skills, and abilities of MCG employees. Below are the classes with seats still available for November 2023. Classes and events are available on a first-come, first-served basis.

Latest News:

- Check out the new [MCG LEADS webpage](#), where you can find the latest leadership training classes and resources.

Mandatory Training			
For information contact: OLM.Admin@montgomerycountymd.gov			
Class	Audience	Date	Time
Mandatory Virtual Ethics Training for Public Financial Disclosures	All public disclosure filers	Nov 2	10 – 11:30 am
Ensuring Accountability in Timekeeping Managers and Supervisors	Managers and Supervisors	Nov 2	9:30 am – noon
Contract Drafting and Risk Management	Required for all Contract Administrators	Nov 7	9 am – 1 pm
ADA as Amended: Employment Law	Managers and Supervisors	Nov 8	1:30 – 4 pm
Interviewing and Selecting Employees	Required for all interview panel members and hiring managers	Nov 9	9 am – noon
Mastercard P-card Training	Required for those who oversee processing	Nov 9	1 – 3 pm

	within their departments		
Americans with Disabilities (ADA) Title II Local Government	Employees, supervisors, and managers who interact with the public and have been identified by their department.	Nov 16	10 am – noon
Mandatory Ethics Training for New Employees	All	Nov 16	9:45 – 11:30 am
Mastercard P-card Training	Required for those who oversee processing within their departments	Nov 30	1 – 3 pm

General Training For information contact: OLM.Admin@montgomerycountymd.gov			
Class	Audience	Date	Time
Managing Remote (Or Hybrid) Employees	Managers and Supervisors	Nov 7	10 – 11 am
dataMontgomery Open Lab Training	All	Nov 7	10 –11 am
Transition: Staff to Supervisor	All	Nov 8	2 – 4:30 pm
Emergency Preparedness	All	Nov 9	9 – 10:30 am
Civility in the Workplace	All	Nov 9	1 – 2 pm
Drug-Free Workplace – Non-DOT Supervisors	All	Nov 15	1:30 – 3:30 pm
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	All	Nov 15	9:30 am – 11 am
Health Insurance Planning for Retirement	All	Nov 15	11 am – 1 pm
Responding to Behavior that Makes	All	Nov 15	10 – 11 am

You Feel Uncomfortable			
Super*Vision: Essential Skills for Aspiring and New Supervisors	All	Nov 16	2 – 4:30 pm
Managing Up for Professional Success	Managers and Supervisors	Nov 28	1 – 2 pm
Staying Engaged and Advancing Your Career as a Remote Employee	All	Nov 30	11 am – noon

TEBS Technology Training For information contact: Change.Management@montgomerycountymd.gov			
Class	Audience	Date	Time
Power Platform Foundation Level 100	All	Nov 21	11 am – 12:30 pm
Power BI Level 100	All	Nov 28	11 am – 12:30 pm
Power BI Level 200	All	Nov 30	11 am – 12:30 pm

Enrollment Instructions

Unless indicated otherwise in the charts above, **please register via Employee Self Service no later than 48 hours in advance of a virtual class. The instructor will send a webinar link to all pre-registered participants 24 hours in advance of the class.** Dates and times are subject to change based on instructor availability. Please refer to Learner Home for the most updated listing of class dates and times.

- MCG employees, contractors, volunteers **with** an MCG Computer Network Login: [AccessMCG ePortal](#) and go to Employee Self Service, then Learner Home. Under the Search field “Class,” enter the registration keyword. For assistance, review: [Enroll in a Class](#).
- Contractors, volunteers **without** an MCG Computer Network Login: [AccessMCG Extranet Portal](#)

Americans with Disabilities Act (ADA) Accommodations

Please contact the Office of Human Resources, Training Division, at 240-777-5116 or email OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to an event or class to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.

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